

# IMT Viewer 6.5 Tutorial



***AIR FORCE***  Publishing

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# IMT Viewer 6.5 Training

## *I. Introduction*

The Air Force Departmental Publishing Office (AFDPO) has deployed a new version of Forms Viewer 6.5 (formerly ICS Viewer).

## *II. Course Objectives*

The purpose of this tutorial is to outline the features contained within the Forms Viewer. For all personnel supporting the Air Force mission, this Viewer application will allow IMT/Forms End Users to fill, save, print and email IMTs/Forms. The Forms Viewer reads IMT/Form files (.xfl) much like the Adobe Acrobat Reader application reads .PDF files.

The objectives of this course are:

1. To provide knowledge about the Forms Viewer 6.5.
2. To provide the basic skills to input data into an IMT/Form.
3. To provide the skills to Fill, Save, Print, and Email an IMT/Form.

## *III. Opening an IMT/Form*

Perform the following when you are opening an IMT/Form via the Internet:

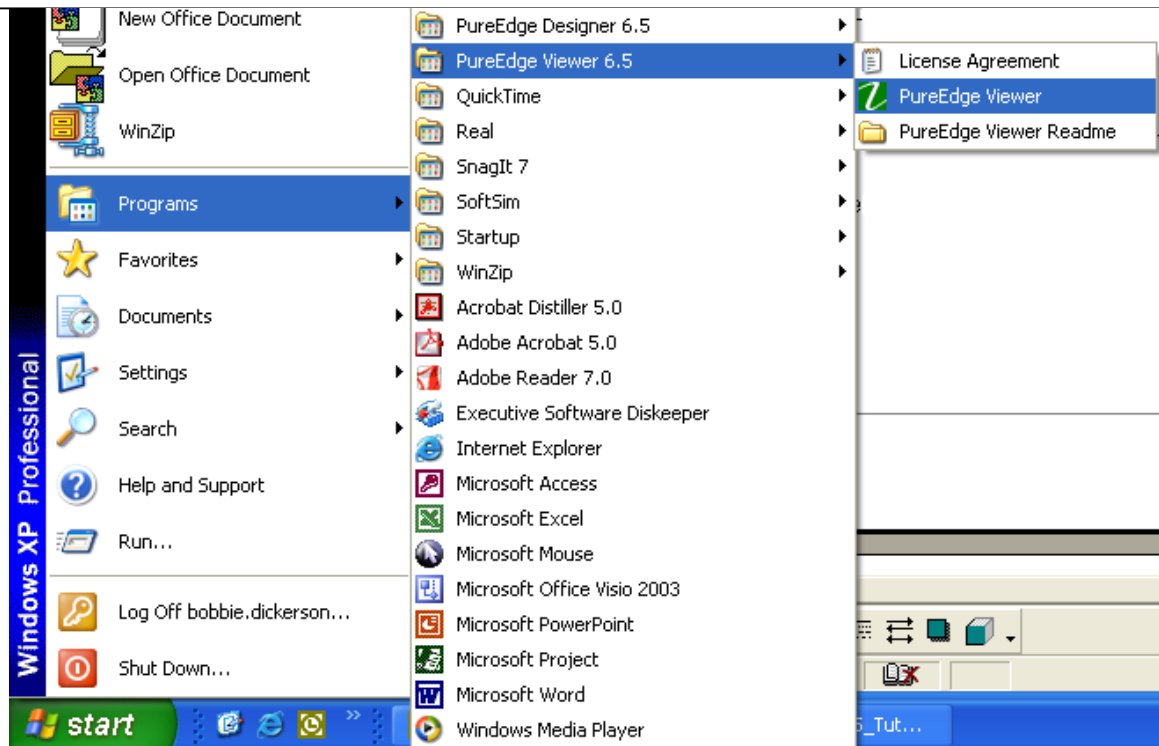
1. Locate form on e-publishing website.
2. Click **IMT/Form's Short Title**.
3. If prompted, click **Open** otherwise your IMT/Form will automatically open.
4. Your IMT/Form is open and ready to use.

Perform the following when you are opening an IMT/Form via your computer:

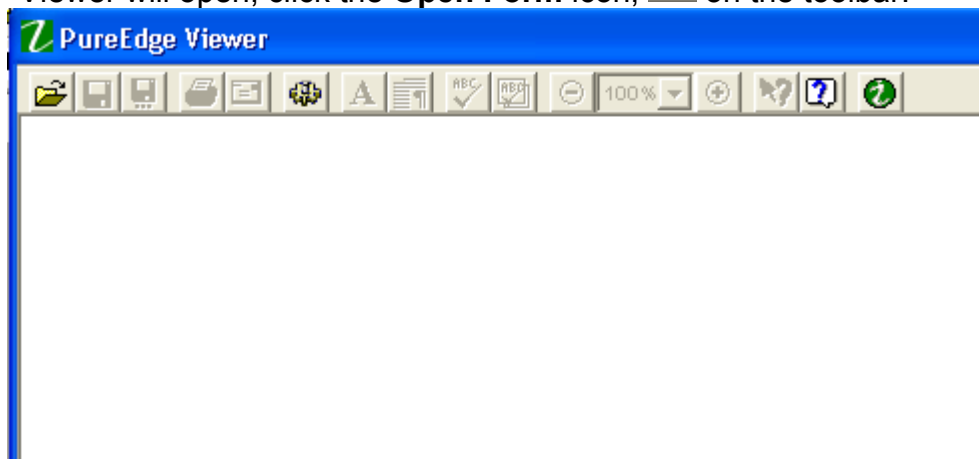
1. Locate file on your computer or network drive.
2. Double-click file icon.
3. Your IMT/Form is open and ready to use.

Perform the following when opening an IMT/Form via Viewer:

1. Go to **Start→Programs→PureEdge Viewer 6.5→PureEdge Viewer**.



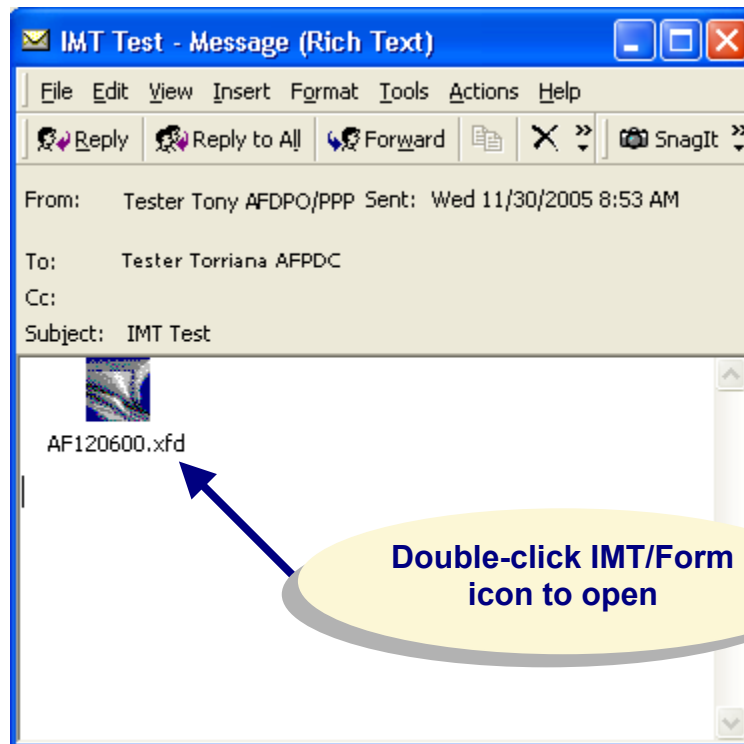
2. Viewer will open; click the **Open Form** icon,  on the toolbar.



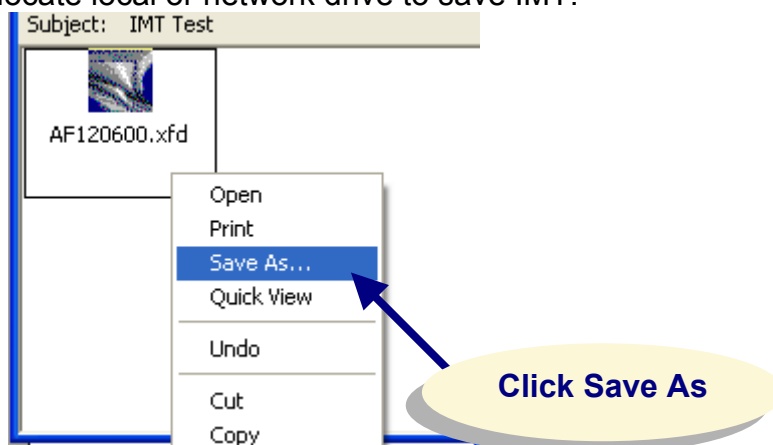
3. The **Open Form** dialog box will appear. Find your IMT/Form.
4. Click the **Open** button in the bottom right corner.

Perform the following to view an IMT/Form from an email:

1. Open the email.
2. Double-click the IMT/Form attachment and Viewer will automatically launch.



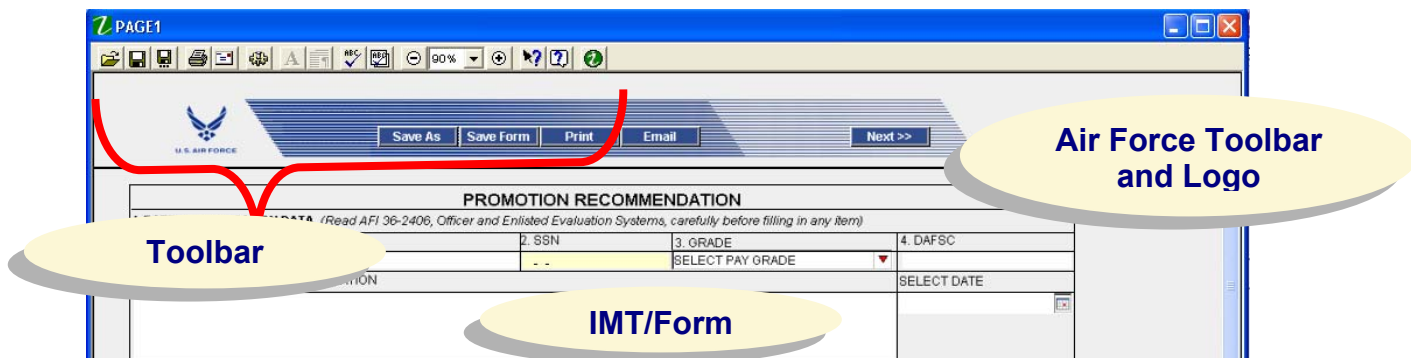
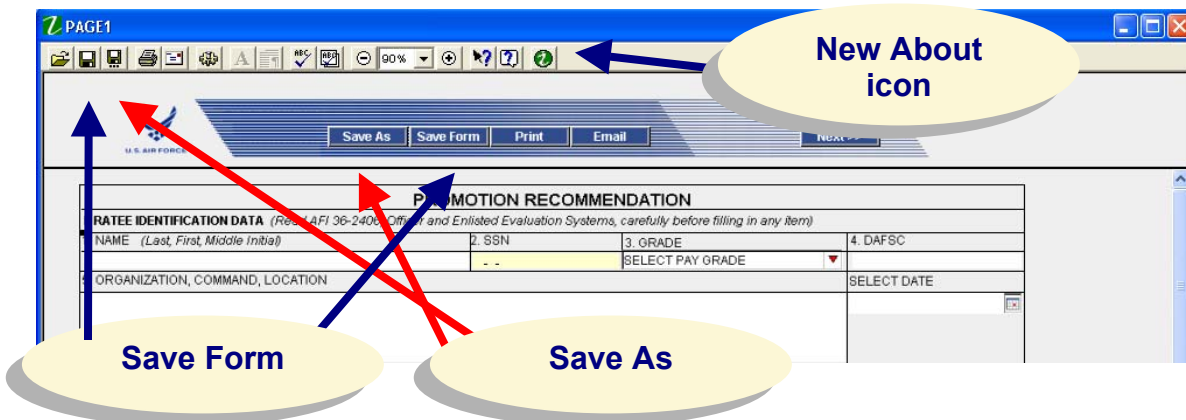
3. Or right-click on IMT/Form and select **Save As**. You will be prompted to save IMT/Form, locate local or network drive to save IMT.



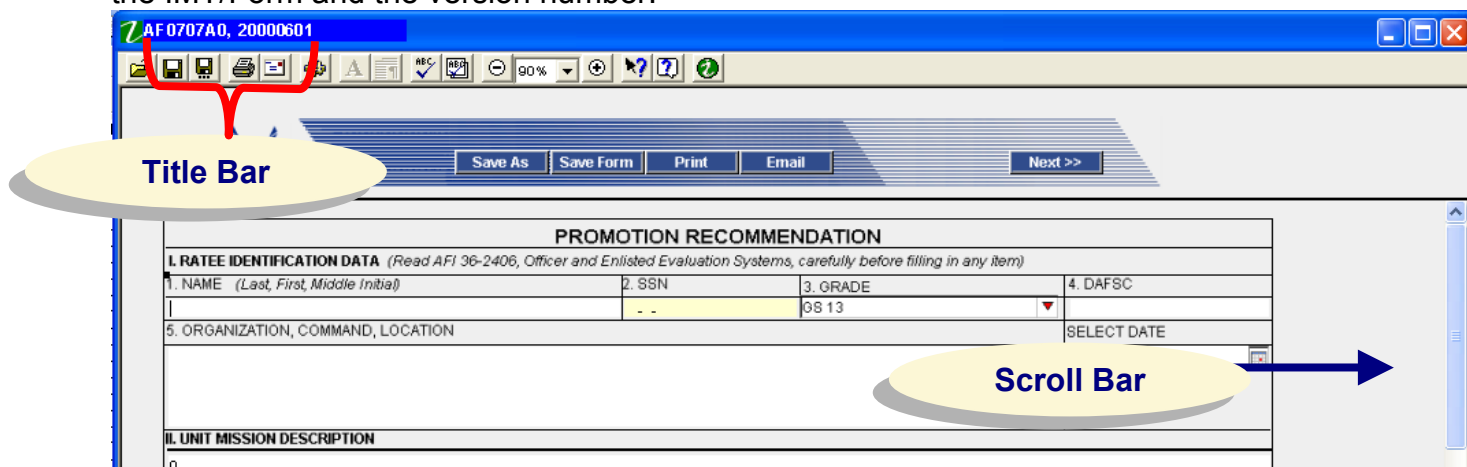
4. Click **Save**.

## IV. Viewer Display

Once your IMT/Form is open it will be displayed as shown below. Visually there have not been many changes to the Viewer. Note that there is a Save Form and Save As button. In addition, the About icon has a new look.



The Title Bar appears at the top of the Viewer Window. It displays the name of the IMT/Form and the version number.



## V. Viewer Toolbar

The Viewer Toolbar is used to Open, Save, Save As, Print, Email, Zoom, and Spell check an IMT/Form. Buttons are also available to obtain both IMT/Form and Viewer Help. Viewer Preferences may also be set using the toolbar.



### Tool Button Descriptions

ICON	DESCRIPTION
	<b>Open Form</b> – open an IMT/Form in a new window.
	<b>Save Form</b> – Saves the current IMT/Form.
	<b>Save As</b> – Saves a copy of the current form.
	<b>Print Form</b> – Prints the current IMT/Form.
	<b>Email Form</b> – emails the current IMT/Form.
	<b>Preferences</b> – Sets Viewer preferences. Use this to change Input Options (Smartfill, tabbing, etc), Printing Options (printing, layout, etc).
	<b>Font</b> – Modify/change font in a text field.
	<b>Paragraph</b> -- Open the Paragraph dialog box to adjust paragraph indentation and alignment.
	<b>Check Spelling</b> – checks spelling within a single input field. You may add unique words to the dictionary.
	<b>Check All Spelling on Page</b> – checks all input text you have added to the IMT/Form.
	<b>Zoom Out</b> – decreases the magnification of the IMT/Form.
	<b>Select Zoom Factor</b> – by clicking the dropdown arrow, you can select a predefined zoom magnification.
	<b>Zoom In</b> – increases the magnification of the IMT/Form.
	<b>Help Mode</b> – enables context-sensitive if the IMT/Form was designed with custom help messages.
	<b>Viewer Help</b> – contains keyboard commands for navigating within an IMT/Form and for using the Viewer.
	<b>About</b> – displays version and registration information about the viewer.










## VI. Command Buttons

Each IMT/Form has a set of command buttons located in the blue Air Force banner or at the top of the IMT/Form, they are: Close, Save As, Save Form, Print, and Email an IMT. Navigation buttons are used to move between multi-page forms when needed.

The Command buttons are the primary IMT/Form controls for the End User. To activate command buttons click using your mouse or use the shortcut keys from your keyboard.



### Command Button Descriptions

	<b>Close</b> (ESC or F7) – Closes both the IMT/Form and Forms Viewer. Prompts user to save changes.
	<b>Save As</b> (Ctrl + Alt + S) – Saves a copy of the current IMT/Forms. A dialog box allows saving to a local or network location.
	<b>Save Form</b> (Ctrl + S) – Saves the current IMT/Forms. The first time you save a dialog box appears to allow saving to a local or network location.
	<b>Print</b> (Ctrl + P) – Prints the current IMT/Forms. Will print blank and/or completed form to a local or network printer.
	<b>Email</b> (Ctrl + M) – Opens the local email client to permit emailing the IMT/Forms.
	<b>Next</b> (F6) – Advances to the next page. (Only appears in multi-page forms)
	<b>Previous</b> (F5) – Returns to the previous page of the IMT/Forms. (Only appears in multi-page forms)

## VII. Multiple Forms - Copy & Paste

You may open more than one IMT/Form at the same time. Each IMT/Form will launch in a separate Viewer window. It is possible to copy/cut and paste information between each form you have open.

Perform the following to copy or cut to another IMT/Form:

1. Select the item and then right-click on it, the short cut menu appears.
2. Select **Copy** or **Cut**.

The screenshot shows a portion of an IMT form titled "FIELD GRADE OFFICER I". The form is divided into two main sections: "I. RATEE IDENTIFICATION DATA" and "II. UNIT MISSION DE". Under section I, item 1. NAME (Last, First, Middle Initial) is highlighted with a blue selection box containing the text "Tester, Tony, J". A right-click context menu is open over this text, displaying the following options: Undo, Cut, Copy, Paste, Delete, and Select All. Other visible form fields include "5. PERIOD OF REPORT" with "From:" and "Thru:" sub-fields, and "8. ORGANIZATION, CO" with a yellow highlighted area.

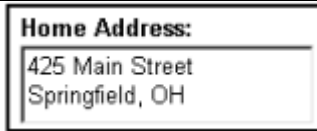
3. Go to other IMT/Form, then right-click and select **Paste**.

NOTE: You may also use the keyboard commands of Copy (Ctrl + C), Cut (Ctrl + X), and Paste (Ctrl + V).

## VIII. Adding Data to an IMT/Form

Filling out an IMT/Form is similar to filling out paper forms except you use the mouse and the keyboard to enter your data. For example, you type into fields and select checkboxes with the mouse. To move from item to item on a form, press the **TAB** key or use the mouse to reposition the cursor.

## Input Items to Gather Data in an IMT/Form



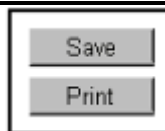
**Field** – A field allows you to provide information by typing text. Some fields allow a single line of text while others support multiple lines.



**Check Box** – Check boxes allow you to make selections from a group of choices. The design of an IMT/Form will determine if you can make a single choice or multiple choices.



**Popup List** – a popup presents a list of choices. To make a selection, click the desired choice. Popup lists have a small button that, when clicked, causes the entire list to appear or “popup”.



**Buttons** – Buttons are used to perform actions. A user clicks a button to make it active.

## IX. Smartfill

Smartfill is a feature that automatically fills out portions of a form in the Viewer. This is accomplished by storing commonly used information, such as the user's name and address, on the user's computer. The Viewer can then access this information at any time, using it to automatically complete sections of forms that require it.

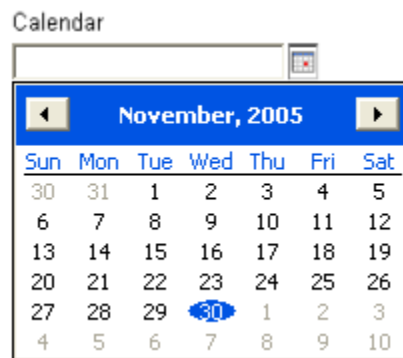
The first time the Viewer opens a Smartfill form; data from the form is saved to the user's computer. Thereafter, each time the Viewer encounters the same Smartfill data, the Viewer will offer to automatically complete that section of the form for the user.

Since the information used by Smartfill is stored on the user's computer, that information is accessible to users of that computer. For this reason, you should never use Smartfill store sensitive information, such as credit card numbers.


## X. Calendar Wizard

Combo box calendars (Calendar Wizards) are similar to regular combo boxes, except they open to display a calendar rather than a list. The user can type a date into the combo box, or use the calendar to select a date. In either case, the



date is displayed in the format of your choice. Below is an example of what the Calendar Wizard looks like in Viewer.

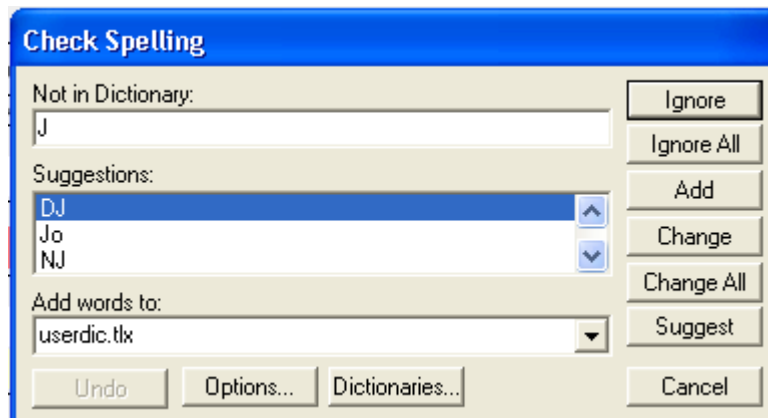


Perform the following to create a Calendar Wizard:

1. Click **Calendar Wizard** .
2. A calendar will appear, select date.
3. Your date will be put into the field and formatted.

## ***XI. Spell Check***

The Spell Check feature in Viewer behaves just like the one in Microsoft Word. The only difference is that in Viewer you can check spelling within an input item by clicking on  or click on  to spell check the entire page.



## ***XII. Auto-formatting Dates***

### **Before**

DATE	June 6 2002
------	-------------

### **After**

DATE	20020606
------	----------

Fields that require dates may be filled using any format. Once you TAB out of the field, it will be auto-formatted to conform to a standard format.

For example, you may enter a date as **June 3, 2002** or **3 June 2002** after you TAB from the field it will be converted to 20020603.

### **Before**

DATE	*
------	---

### **After**

DATE	20020606
------	----------


Fast date entry can be done by typing an asterisk \* in the date field. The current date will be entered in the standard format. The date is taken from your local machine setting.

### ***XIII. Saving an IMT/Form***

An IMT/Form can be saved to your computer's hard drive or to any network location that your computer can access via a network connection. Forms can be saved empty, partially filled, or completely filled. You can open a saved form at anytime to continue working.


An IMT/Form can also be saved to a floppy disk and carried with you on TDY because the file size is small.

Perform the following to use the Save Form feature:

1. Click **Save Form** command button, . A Save Form dialog box opens.
2. Browse to select where you want to save the IMT/Form.
3. Enter the name of the file in the File name field. No file extension is needed; viewer automatically assigns the **.xfdl** extension by default.
4. Click **Save**. The Viewer saves the form and all information you entered to the directory/folder you specify.

NOTE: You will only be prompted the first time you save the IMT/Form. The next time you modify the form and click **Save Form** it will save the form without prompting.

Perform the following to use the Save As feature:

1. Click **Save As** command button, . A **Save As** dialog box opens.
2. Browse to select where you want to save the IMT/Form.
3. Enter the name of the file in the File name field. No file extension is needed; viewer automatically assigns the **.xfdl** extension by default.
4. Click **Save**. The Viewer saves the IMT and all information you entered to the directory/folder you specify.


NOTE: Only a copy of the IMT/Form is saved. Each time you click the **Save As** button you will be prompted to **Save**.

### ***XIV. Printing an IMT/Form***

An IMT/Form can be printed to any printer accessible by the computer you are working on. If you are not connected to a printer, save your form to the hard disk or to a floppy disk for printing at a later time. A printed form will not include the command buttons and Air Force logo (if applicable). You cannot print parts of the IMT/Form – you must print the entire page. Depending on the design and the

intentions of the OPR, the print button may print the entire form, or may just print the currently viewed page of a multi-page form.

Perform the following to Print an IMT/Form:

1. Click the **Print** command button, .
2. Depending on the printer you are using and its configuration, a Print dialog box may open. Follow the same procedures you use to print any document to the selected printer.

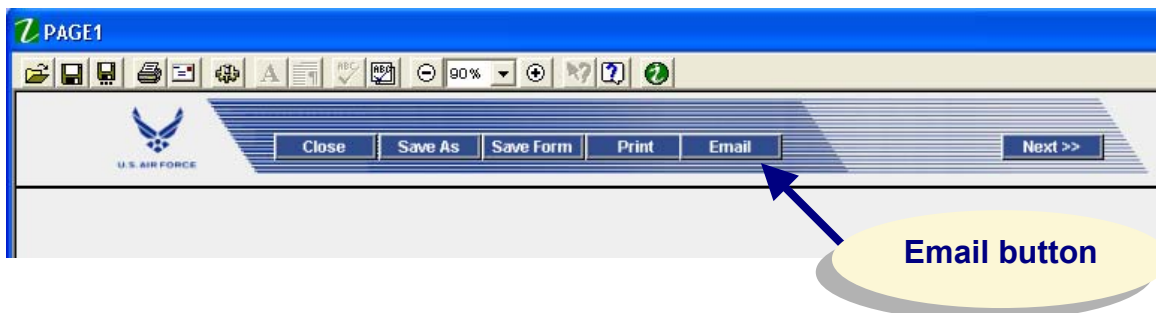
## ***XV. Emailing an IMT/Form***

Your Viewer installation will be set by default to use your installed email client (such as Microsoft Outlook) on your computer. If you do not have an installed email client, **Workgroup Manager** or **Helpdesk** to change the Viewer Preferences to use the built-in email support within Viewer.

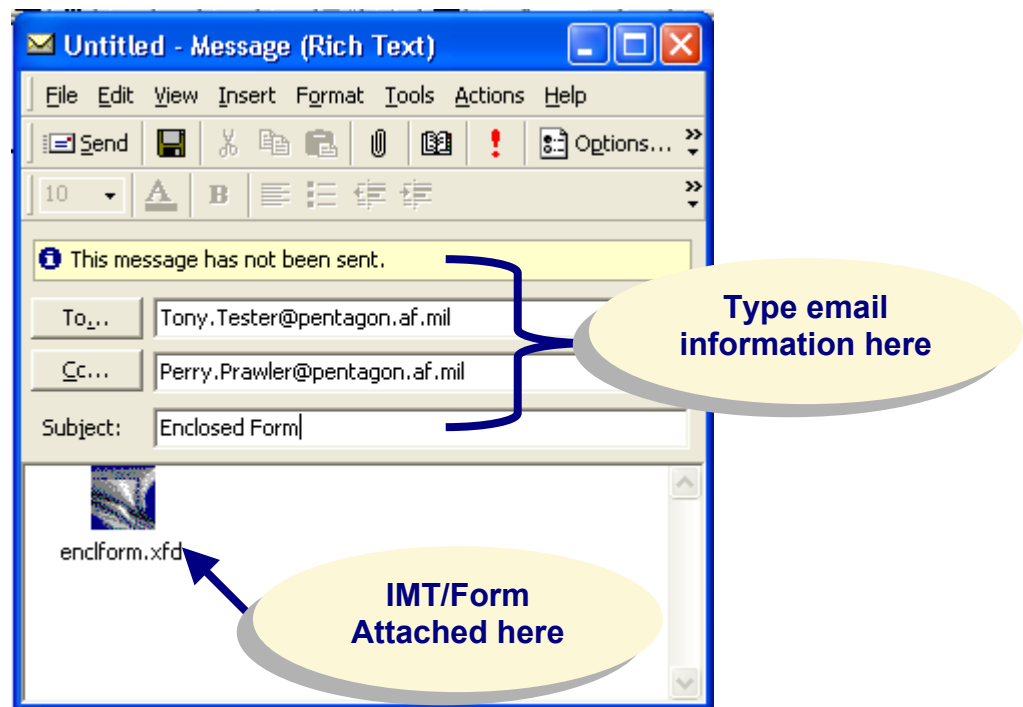
- An IMT/Form can be emailed provided your computer has access to an email server. The form will be sent as an attachment to the email.
- You must complete To:, CC:, and Subject: lines. You may add any message you wish to the body of the email.

To email an IMT/Form, perform the following:

1. Click the **Email** button located at the top of the form (as shown below).



2. A new message window will appear with your IMT/Form attached. Complete the information lines (To:, CC:, Subject:, etc), as shown below.



3. Click the **Send** button to send the email and attachment.



## ***XVI. Keyboard Commands***

The Viewer features a number of keyboard commands. You can use these keystrokes instead of the mouse to accomplish a number of tasks.

### **Filling Out a Form**

TAB	Move forward from item to item in the form.
SHIFT + TAB	Move backward from item to item in the form.
ENTER	Press <b>ENTER</b> to activate a button.
SPACE	Press <b>SPACE</b> to select a check box or radio button, or to view the list for a popup item. When in an open popup or combo box item, press SPACE to select the current choice and close the list.
ARROW KEYS	Use the <b>LEFT</b> and <b>RIGHT</b> ARROW to move between letters in a field. Use the <b>DOWN</b> ARROW to view the list of choices for a popup or combo box. Use the <b>UP</b> and <b>DOWN</b> ARROW to move through the list of choices in a popup or combo box.

### **Controlling the Viewer**

Note that some of the Viewer controls may be unavailable, depending on the design of the form you are using.

ALT + SPACE	Open the context menu, which allow you to resize or close the Viewer's window.
CTRL + O	Open a form.
CTRL + S	Save the form.
CTRL + ALT + S	Save As.
CTRL + P	Print the form.
CTRL + M	Email the form.
ALT + F7	Spell check the selected item.
SHIFT + F7	Spell check the current page in the form.
ALT + F1	Open the PureEdge Viewer Help
CTRL + H	Toggle the Viewer's help mode. This allows you to read any context-sensitive help messages that are in the form.
CTRL + SHIFT + ?	Open the About dialog.
ALT + F12	Open the Preferences form.
CTRL + A	Select all from a text field.
CTRL + X	Cut from a text field.
CTRL + C	Copy from a text field.
CTRL + V	Paste into a text field.

CTRL + B	Toggle bold in a rich text field.
CTRL + I	Toggle italics in a rich text field.
CTRL + U	Toggle underline in a rich text field.
CTRL + F	Open the font dialog for a rich text field.
CTRL + G	Open the paragraph dialog for a rich text field.
CTRL + SHIFT + PLUS	Increase zoom.
CTRL + MINUS	Decrease zoom.

## ***XVII. Accessibility Features***

Forms Viewer includes a number of accessibility features to assist users with vision problems.

A **focus indicator** is available for users who cannot see the cursor easily. This feature draws a small square at the upper left corner of the item that currently has the focus.

You can also set the Viewer to respect the color settings for the operating system. This is particularly useful if Windows is operating in High Contrast mode, or if the user has set the operating system to use specific colors for improved visibility.

Finally, the Viewer also supports screen readers through the MSAA (Microsoft Active Accessibility) standard. This allows the Viewer to work with the JAWS screen reader from Freedom Scientific, as well as other MSAA compliant readers, such as Window-Eyes from GW Micro or Microsoft Narrator. When a screen reader is running, it automatically receives messages from the Viewer and reads those messages aloud to the user.

## ***Frequently Asked Questions***

- 1. What is an IMT/Form?**  
An Information Management Tool (IMT) is synonymous for "form".
- 2. What will replace the FormFlow solution for electronic Form design and usage?**  
The IMT/Forms Technology will replace the FormFlow software and introduce a new approach for the processing of data through the use of IMTs/Forms.
- 3. What are advantages of the IMT/Form Technology?**  
The new software will provide immediate benefits such as digital signatures, ad hoc routing, and encapsulation of the form with all of the related data. The entire form solution, including content, is bundled in a single open standards XML document, and will be stored in a centralized database.
- 4. How will the Forms Viewer be distributed and loaded?**  
To run the **Forms Viewer**, AF users will download a file, which will install both a browser plug-in and a desktop application on their computer. This download process is very quick but is dependent on the bandwidth of your connection to the network.
- 5. What do I need to support the IMT/Forms Technology?**
  - Operating Systems: Windows 95/98, ME, NT, 2000, and XP.
  - Browser: Internet Explorer 5.0 or higher (with SP2 installed for 5.0 and 5.5) or Netscape Communicator 4.0 or higher (excluding 6.0 but including 6.1 and 6.2)
  - Minimum Hardware Requirements:
    - Pentium 133 processor, Recommended Pentium 200
    - Recommended 32 MB
    - Download size: 4.5 MB
    - Disk space: 10 MB
    - Disk space for installation: 20 MB
    - Display resolution: 800 x 600 (1024 x 768 recommended)
    - Estimated Range of File Sizes Transported over the Network: The average size of IMT documents is between 40K and 400K.
- 6. How will I get the IMTs/Forms that I need?**  
Forms will be available through the e-Publishing website just as the traditional forms were available. For those non-connected users, IMTs will be available on CD-ROM upon request.
- 7. How do I open an IMT/Form for viewing?**  
You can open a form from a floppy disk, CD-ROM, local computer, or over a network. Simply click on the selected form. The Forms Viewer software will automatically open and display the IMT/Form.
- 8. Can I have more than one IMT/Form open at the same time?**  
Yes, you can have multiple IMTs open at the same time. Each will be displayed in a separate instance (window) of the Viewer.
- 9. Can I copy & paste data between IMTs/Forms?**

Yes, copy & paste between forms is very easy. Use the standard Windows procedures used in Microsoft Word to copy & paste data. (keyboard or mouse procedures)

**10. How do I fill an IMT/Form?**

Filling a form is identical to filling any online document. You simply type your responses into the appropriate fields.

**11. How do I navigate inside an IMT/Form?**

When navigating through a form, use the TAB key to move forward from field to field. Use SHIFT + TAB keys to move backwards. You may also use your mouse to position your cursor anywhere in a form. Navigation help is available inside the Forms Viewer by pressing the VIEWER HELP button on the Viewer toolbar.

**12. Can I partially complete an IMT or must I complete the entire IMT/Form all at once?**

Yes, a form can be partially completed and saved for completion at a later date. You can save an empty form, a partially filled form, or a completed form at anytime.

**13. Can I fill an IMT/Form when I am not connected to a network?**

Yes, a form can be filled on a laptop or other computer not connected to a network. IMTs can be filled using a network connection or in stand-alone mode.

**14. How do I save an IMT/Form?**

Save the form by clicking the SAVE As or SAVE FORM Command Button or by clicking on the corresponding icons on Viewer Toolbar.

**15. Where can I save an IMT/Form?**

You can save a form to your computer, a network location, or onto a floppy disk. The file size of a form is small enough to save a number of forms on a single floppy disk.

**16. Will my IMT/Forms and the data I enter, be saved in two separate files?**

Each form and all the data you enter will be stored as a single file. This makes the IMT very portable and gives you the ability to access your IMT from a floppy disk or from your own computer

**17. Can I check my spelling?**

Yes, click the CHECK SPELLING button on the Viewer Toolbar to check a single field. Click CHECK ALL SPELLING to spell check the entire form.

**18. Can I customize the Viewer dictionary?**

Yes, the dictionary can be customized. When the CHECK SPELLING dialog window is open you may add words to the dictionary.

**19. Why does the date format change after I leave a date field?**

Many IMTs/Forms have built-in intelligence that will format the date automatically. You may enter a date in any format; the Forms Viewer will auto-format it after you **TAB** from the field.

**20. Can I print an IMT/Form?**

Yes, click the PRINT Command Button or by clicking on the Print Icon in the Viewer Toolbar. The form will print without the Viewer Toolbar. If the form is more than one page, the form design will determine if all pages print at once.

**21. Can I email an IMT/Form?**

Yes, click the EMAIL Command Button or click the Email Icon in the Viewer Toolbar. Your form will be attached to an email that is sent like any other email.

**22. What is ad hoc routing of an IMT/Form?**

Ad hoc routing allows an end user to send a form via email to any recipient or group of recipients. Ad hoc routing requires the end user to address the email by completing the To: and CC: (if needed) lines of the email. The form will travel as an attachment to the email.

Ad hoc routing also permits you to decide when the email will be sent. The email can be prepared and sent at a later time. An email client, such as Microsoft Outlook, will permit saving an email for later transmission.

**23. Can I reduce the amount of scrolling required to view the course?**

The course was designed using 640 x 480 screen resolution to accommodate all computers. Setting your computer to a higher resolution (800 x 600 or 1024 x 768) will reduce the amount of scrolling required and make more of each page visible. You can adjust your resolution settings in your Windows Start Menu, by clicking Control Panel, clicking on Display, and clicking on the Settings tab in the Display dialogue box.

**24. What do I do if I need help?**

All AFDPO Help Desk personnel are trained in the use of IMTs/Forms and in troubleshooting problems. Please contact the Service Desk via phone at DSN 754-2438, commercial 202-404-2438, toll free 800-848-9577 or via email at:

[e-publishing@pentagon.af.mil](mailto:e-publishing@pentagon.af.mil) .